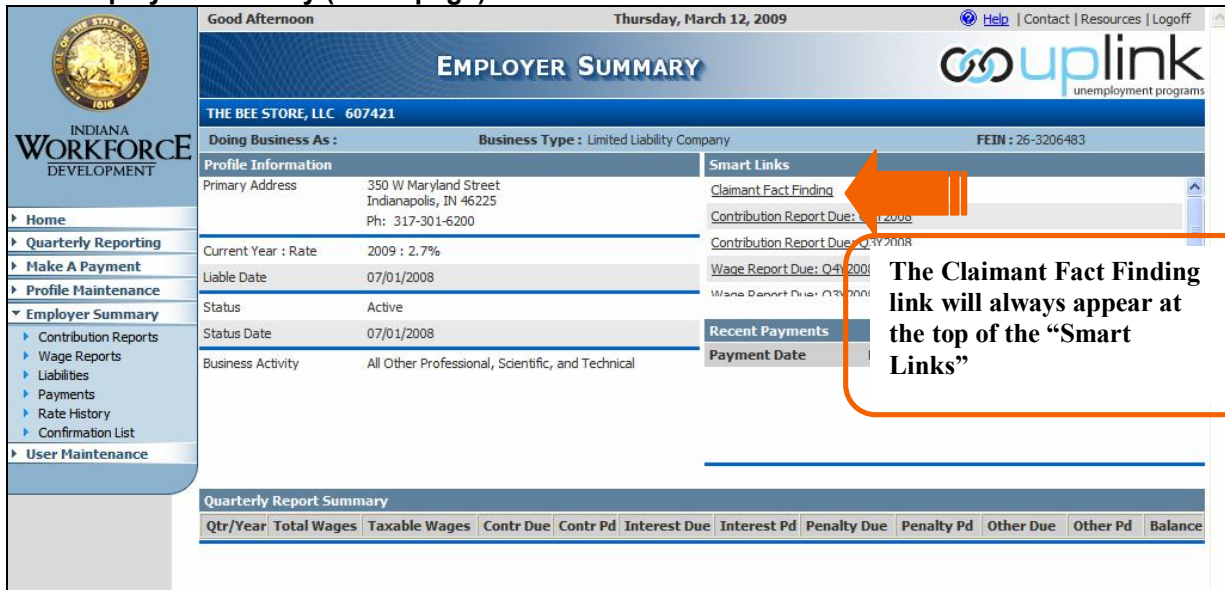


Employer Dynamic Fact Finding (EDFF)

If an employer has pending separation issues for former employees, they will see a 'Claimant Fact Finding' link on their Employer Summary screen (Home page). Clicking on this link will begin the fact finding process and allow the user to enter information through Uplink screens. The employer will receive an email once a day to notify them of any new claimant(s) fact finding available on their Home page.

ESS Employer Summary (Home page)



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EMPLOYER SUMMARY

THE BEE STORE, LLC 607421

Doing Business As : Business Type : Limited Liability Company FEIN : 26-3206483

Profile Information	Smart Links
Primary Address 350 W Maryland Street Indianapolis, IN 46225 Ph: 317-301-6200	Claimant Fact Finding
Current Year : Rate 2009 : 2.7%	Contribution Report Due: 01/01/2009
Liable Date 07/01/2008	Contribution Report Due: 07/01/2008
Status Active	Wage Report Due: 04/01/2009
Status Date 07/01/2008	Wage Report Due: 07/01/2008
Business Activity All Other Professional, Scientific, and Technical	Recent Payments
	Payment Date

Quarterly Report Summary

Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance

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 - Payments
 - Rate History
 - Confirmation List
- User Maintenance

The Claimant Fact Finding link will always appear at the top of the "Smart Links"



This is the list of former employees who have filed an unemployment claim and have outstanding fact finding. The employer will click the radio button next to the claimant for which he/she wishes to provide information, and then clicks the 'Next' button.

Claimant List

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CLAIMANT LIST

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Doing Business As : Business Type : Corporation For Profit FEIN :

Select	SSN	Last Name	First Name	Middle Initial
<input type="radio"/>			VERDIA	L
<input type="radio"/>			DONNA	A
<input type="radio"/>			CAROLYN	S
<input type="radio"/>			ROSANNE	M

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This screen lists outstanding fact finding for each issue which has been created for a specific claimant. The employer will click the radio button next to the issue for which he/she wishes to provide information and then click the 'Next' button. (The last column "Outstanding Fact Finding" will not appear in production)

Issue List

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ISSUE LIST

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SSN : Last Name: First Name: VERDIA M.I.: L

Issue No.	Issue Category	Resolution	Issue Eff. Date	Issue Due Date	Outstanding Fact Finding
<input type="radio"/> 13391210	Pre-employment Drug Screen		09/28/2008	04/17/2009	N
<input type="radio"/> 13391211	Falsifying Application		09/28/2008	04/17/2009	N
<input type="radio"/> 13391212	Insubordination		09/28/2008	04/17/2009	N
<input type="radio"/> 13391213	Attendance Related		09/28/2008	04/17/2009	N
<input type="radio"/> 13391214	Alcohol or Substance Abuse		09/28/2008	04/17/2009	N

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The employer must answer the question on this screen using the drop down list and then click the 'Next' button. If the employer wishes to provide information, they will proceed through a series of questions pertaining to the issue.

Employer DFF questions

Next the employer will see a screen asking if the claimant was discharged, quit, etc. This question will come directly from what the claimant has indicated on their fact finding.

Employer DFF questions, continued



The employer will proceed through fact finding screens pertaining to the reason for separation. If the employer states no to the claimants reason for separation, they will be given several different options to explain the reason for separation.

Employer DFF questions, continued

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Was the claimant discharged?

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Finally, if the employer states no to all of the reasons we present to him, they will have a screen for additional comments. This is a required field.

Employer DFF questions, continued

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Additional Comments:

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On this screen the employer will certify that the information which has been provided is correct, and then complete the text boxes requesting their contact information.

Employer DFF questions, continued

Dynamic Fact Finding - Windows Internet Explorer

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The information I have provided is true and correct to the best of my knowledge.	Yes <input type="button" value="v"/>
Name:	Peter Davidson
Title:	Owner
Contact Phone Number (and Extension):	214-555-1212

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The employer will then see Summary information for the issue he/she has just completed. The employer can print this screen for their records and then click the 'Continue' button.

Summary

Dynamic Fact Finding - Windows Internet Explorer

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Summary	
Do you wish to provide information regarding this separation?	N
The information I have provided is true and correct to the best of my knowledge.	Y
Name:	Peter Davidson
Title:	Owner
Contact Phone Number (and Extension):	214-555-1212




The employer will then be asked to provide additional information regarding the claimant's employment on the following two screens.

Employer DFF questions, continued

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Additional Comments:

What was the claimant's first date of work? (MM/DD/YYYY)

What was the claimant's last date of work? (MM/DD/YYYY)


What was the claimant's date of separation, if different than last date worked? (MM/DD/YYYY)

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Employer DFF questions, continued

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What was the claimant's final rate of pay per hour? \$

How many hours a week was the claimant regularly scheduled?

When was the claimant's last regularly scheduled pay date? (MM/DD/YYYY)

What is the regular pay schedule?

If Other, explain in detail.


What were the gross wages from Sunday to Saturday of the last week worked? \$

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The employer will then see a final screen with instructions on how to submit any additional information which was requested or which they wish to provide.


Employer DFF questions, continued



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If you were requested to send additional information/documentation it must be submitted within 48 hours of completing the questionnaire.

You may submit the information/documentation via:

1) Fax to 317-633-7206

2) Drop off at your nearest Workone Office

3) Mail to

DWD

UI Claims Adjudication (Imaging)

10 N Senate Ave

Indianapolis, IN 46204

You must clearly identify your Employer Account Number or FEIN and the employee's SSN on each document.

I understand if the requested information/documentation is not received within 48 hours a determination will be written with the information on hand.

☐

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Some important items to remember on Employer Dynamic Fact Finding (EDFF):

- The online fact finding document is date and time stamped the first time it is opened.
- Once the fact finding is completed, it will drop off the list on the Issue List screen.
- The online unanswered fact finding will remain on the Employer Summary screen until the decision is made.
- If the employer elects to mail us fact finding information instead of completing it online (once the fact finding has been received and is through the imaging and workflow process), the link on the Employer Summary screen will be gone.
- Employers will receive an email once a day notifying them of any outstanding fact finding to be completed.
- Employers will continue to receive paper fact finding through the mail as well as online fact finding.
- Government employers cannot register and use ESS until the final deployment of ESS services; therefore, they will not have access to EDFF at this time.
- Fact finding notices sent by adjudicators will not show in ESS.
- The paper fact finding will have a statement (in bold) at the beginning of the notice stating: ***If you are registered with Employer Self Service you may complete this information from your Employer Homepage and disregard this notice.*** This statement will not show on government employers (until final deployment of ESS) or inactive employers.